



STATE OF NEW HAMPSHIRE  
**American Recovery  
and Reinvestment Act**



**LOAN APPLICATION PACKAGE CHECKLIST FOR  
SMALL COMMUNITY PUBLIC WATER SYSTEMS**

- ☐ Final Application for the ARRA DWSRF including term of loan (**Form 1**)
- ☐ Authority to Borrow and Authorized Representative (**Form 2**)
- ☐ Completed Environmental Review Template (**Form 3**)
- ☐ PWS Self-Assessment Form (**Form 4**)
- ☐ Copy of Bylaws and Articles of Incorporation
- ☐ Approved Order from Public Utilities Commission *if regulated by PUC*
- ☐ Certificate of Good Standing / Incorporation with NH Secretary of State  
<http://www.sos.nh.gov/corporate/> (due at time of closing)
- ☐ Financial report including:
  - Year-end financial statement for 2008
  - Current personal financial statement for all individuals having 20% or more ownership in borrowing entity
  - Cash flow projection revenues for 2009
- ☐ Statement signed by Authorized Representative certifying financial capability to support both the project loan repayment and continuing operation and maintenance of the water system
- ☐ Project need and scope summary (1-page)
- ☐ Topographic map indicating the project location including maximum extent of disturbance

Submit all loan application documents to:

Cynthia Klevens, PE  
Drinking Water & Groundwater Bureau  
NHDES  
PO Box 95  
Concord NH 03302-0095  
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